

Approved

EXETER COLLEGE FURTHER EDUCATION CORPORATION

BUSINESS SERVICES COMMITTEE

Minutes of a meeting held on Monday 29th January 2018 in the Board Room, Hele Road, Exeter College

Present	Matt Roach	Chair
	Chris Hoar	
	John Laramy	
	David Allen	
	Philip Bostock	
<i>From Item 4.2 (part)</i>	Michelle Pugh	
	Glenn Woodcock	
Apologies	Mark Goodwin	
	Steve Campion	Vice Principal
Observing		
In Attendance	Rob Bosworth	Vice Principal
<i>Item 4.2 (part) only</i>	Mike Blakeley	Director Apprenticeships & Employer Engagement
<i>Item 5 only</i>	Steve Strang	Head of Estates
	Barbara Sweeney	Clerk to the Corporation

1. **Welcome, Apologies and Declarations of Interest**

The Chair welcomed colleagues to the meeting.

Apologies were received.

There were no declarations of interest

2. **Minutes**

2.1 Minutes of meeting held on 27th November 2017, as circulated, were agreed and signed by the Chair.

2.2 Confidential Minutes of meeting held on 27th November 2017 as circulated, were agreed and signed by the Chair.

3. **Matters arising**

3.1 There were no Matters Arising which did not appear elsewhere on the agenda.

4. **Strategic Matters**

Approved

- 4.1 Opportunities and Developments Register
This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.

Mike Blakeley, Director Apprenticeships and Employer Engagement, joined for item 4.2 (part)

- 4.2 Apprenticeship Update
This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.

Steve Strang, Head of Estates, joined for item 5

5. **Property Matters**

- 5.1 Wear Barton
5.2 Masterplan/Student Residential Update
5.3 Gym/dancefloor

Item 5.1-5.3 were dealt with as confidential items in accordance with the College's confidentiality policy and recorded in the confidential minutes.

6. **Finance Matters**

- 6.1 Loans and Borrowings update
This item was dealt with as a confidential item in accordance with the College's confidentiality policy and recorded in the confidential minutes.
- 6.2 Management Accounts – November 2017
The November 2017 Management Accounts were received. The Senior Leadership Team (SLT) had undertaken a deep dive into the reason for increasing staff costs. Auto enrolment had had an impact on pension costs.

The Committee agreed to

Note the report

- 6.3 Strategic Financial Objectives
The report was received and considered. Financial objectives were to be included in the Annual Report and the Committee considered examples from a number of other colleges as comparators. The College proposed a set of six financial objectives, which were pragmatic, and the Committee agreed

To approve the Exeter College Financial Objectives.

Vote: unanimous

- 6.4 Student Recruitment Update

Approved

Item 6.3 and 6.4 were dealt with as confidential items in accordance with the College's confidentiality policy and recorded in the confidential minutes.

7. **Risk Register**

The Risk Register was received and noted. The circulated register had been reviewed in November 2017 and the termly review of risks would be completed on 19 February 2018, ahead of the next cycle of meetings.

The Committee noted that the risk rating had increased for competition. Whilst the Baker Clause increased access into schools to promote progression to the College, so other providers would also have increased access and increase levels of marketing activity. The Committee considered its strong standing in recent league tables and the position of competitors.

Non-levy apprenticeships would be included in the register at its next review, following the Committees discussion under item 4.2.

The Committee agreed to

Note the report

8. **Items for Recommendation to the Board**

8.1 Anti-Slavery and Human Trafficking Statement – Annual review

The Anti-Slavery and Human Trafficking Statement was received and considered. The Modern Slavery Act 2015 required businesses to produce annual reports detailing the steps that they were taking to tackle these issues within their businesses and supply chains. As a College with a turnover of over £36 million, it was covered by the Act's definition of a commercial organisation and required to comply with the Act by producing the annual statement.

The Committee commended the statement and recommended the Anti-Slavery and Human Trafficking Statement to the Board on 9th February 2018

BHS

8.2 Estates Annual Report, including Safety, Health and Environment Report

The report was received and considered. The Committee recommended clarification on mitigations to ensure compliance with approval for Category C educational visits.

Subject to the requested amendment the Committee agreed to

BHS

Recommend the Estates Annual Report, including Safety, Health and Environment Report to the Board on 9 February 2018

9. **Reports and Minutes for Information**

[http://portal.exe-coll.ac.uk/sites/leadership/gov/staff/A Meetings 1718/3. Business Services/3. 29th January/BS 290118 approved open mins for web.doc](http://portal.exe-coll.ac.uk/sites/leadership/gov/staff/A%20Meetings%201718/3.%20Business%20Services/3.%2029th%20January/BS%20290118%20approved%20open%20mins%20for%20web.doc)

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- 9.1 Items to take to Board
The Committee reviewed the agenda and agreed on the items to be reported to the Board at its next meeting on 9th February 2018
- 9.2 Items for next agenda
The Committee reviewed the cycle of business for the January 2018 meeting and additional items to be included were noted in the minutes. It requested that an update on apprenticeships be a standing item until further notice.
10. **Dates of Next meetings**
Monday 23 April 2018
Monday 25 June 2018
Wed 6 July 2018 at 8.30am if required